



Manager's Report

For Council Meeting 5/14/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
BFC Imagery	1 Phillips Dr NW	Photography
Cathy's Salon	312 E Market St	Hair Salon
Cellsmart II	241 Ft Evans Rd NE	Phone Accessories
Children's World	241 Ft Evans Rd NE	Puzzles & Toys
Choyce, Robert Brandon	110 A South St	Cosmetology
Consensus Systems	845 Macalister Dr SE	Mediation Consulting
Crazy Cat Pet Sitter	602 Nathan Pl NE	Pet Sitting
Crow Call Antiques	32 S King St	Retail – Antiques
Donna's Nook	209 E Market St	Retail - Gifts
G-G Café	2 West Market St	Restaurant
Loudoun Decorative Finishes	103 Hampshire Sq SW	Painting
Metro Home & Garden	106 Harrison St SE	Retail – Antiques
Miller, Jeanetta D	223 Loudoun St SE	Nail Technician
N-Joy LLC	621 York Lane SE	Retail
Old Dominion Vending Services	622 Newington Pl NE	Vending Machines
Photography by Sam	805 Larch Valley Ct NE	Photography
Public Spectacle, The	105 Halifax Pl SE	Optician
Vocelli Pizza	34-E Catoctin Cr SE	Restaurant
Webb Technologies Group Inc	407 Pearlbrush Sq NE	Systems Integration

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Cheryl Carper	Administrative Associate II	Human Resources
<u>Resignations</u>	<u>Position</u>	<u>Department</u>
William Gage	Police Officer I	Police Department
<u>Retirements</u>	<u>Position</u>	<u>Department</u>
Michael McVeigh	Major	Police Department

PLANNING AND ZONING**Current Planning Division Activity****Plans accepted for review during the period April 22, 2002 – May 7, 2002**

- Georgetown Mews Final Plat, SS
- Georgetown Mews Deed, SS
- Georgetown Mews Construction Drawings, SS
- Loudoun Sport and Health Club Street Dedication and Easement Plat, 1st Submission
- Loudoun Sport and Health Club Boundary Line Vacation Plat, 1st Submission
- Loudoun Sport and Health Club Preliminary/Final Development Plan, 2nd Submission
- Edwards Landing, Phase 4 Final Plat, SS
- Edwards Landing, Phase 4 Deed, 2nd Submission
- Allman Property Sanitary Sewer/Waterline Extension Preliminary/Final Development Plan, 2nd Submission
- Stratford, Landbay C (Townhouses) Final Plat, 2nd Submission
- Stratford, Landbay C (Townhouses) Deed, 1st Submission
- Stratford, Landbay C Construction Drawings, 3rd Submission
- Heritage High School Request for No Adverse Impact Certification, 1st Submission
- Country Club, Section 4, Lot 248A & Section 5A, Lot 5B (Chapman Property) Boundary Line Adjustment Plat, 1st Submission
- Stratford Ryland Recreation Center Final Development Plan, 3rd Submission
- Turner Wilson Construction Drawings, 1st Drawings
- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee

Plans reviewed during the period April 22, 2002 – May 7, 2002

- Tavistock Farms/Arcadia-Tavistock, LC Boundary Line Adjustment Plat, 2nd Submission
- McKinley Building Preliminary/Final Development Plan, 2nd Submission
- Hamlet @ Leesburg Off-Site Easement Plat and Deed, 2nd Submission
- Allman Property Sanitary Sewer & Waterline Extension Easement Plat, 1st Submission
- Allman Property Sanitary Sewer/Waterline Extension Preliminary/Final Development Plan, 2nd Submission
- Potomac Crossing Community Park Preliminary Development Plan, 1st Submission
- Stratford Landbay D (Duplexes) Deed, 1st Submission
- Loudoun Sport and Health Club Street Dedication and Easement Plat, 1st Submission
- Stowers Subdivision Public Improvements/Route 621 Final Development Plan, 1st Submission
- Georgetown Mews Final Plat, SS
- Georgetown Mews Deed, SS
- Rehau/Sanitary Sewer Extension Preliminary/Final Development Plan, 1st Submission
- Kincaid Forest, Section 10C, Lot 330 Deed, 1st Submission
- Leesburg Baptist Church, Phase V-A Preliminary/Final Development Plan, SS
- Stratford Landbay C (Townhouses) Deed, 1st Submission

- Stowers Subdivision, Phase 2, Section 3 Rough Grading Plan, 3rd Submission
- Catoctin Circle Trail Preliminary/Final Development Plan, 2nd Submission
- Beeler Subdivision Final Plat, SS
- Henderson Property Variation Request Sketch Plan, 1st Submission
- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee

Comprehensive Planning**Special Exceptions**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. The Town Council public hearing was held April 23rd. The Town Council is scheduled to vote at the May 11th meeting.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. The Planning Commission voted to recommend approval of this SE at the May 2nd meeting. The Town Council preview is scheduled for May 13th, the worksession is scheduled for May 28th and the public hearing for May 29th.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. The preview before the Planning Commission was held May 2nd and the public hearing is scheduled for May 16th.

Rezoning

Stratford Concept Plan and Proffer Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview has been tentatively scheduled for April 18th and the public hearing for May 2nd.

Hawkins: The applicant has resubmitted information for this case. The Planning Commission preview is scheduled for May 16th and the public hearing is scheduled for June 6th.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. On March 21st, the Planning Commission voted to recommend denial of this application. The public hearing before the Town Council is scheduled for April 23rd.

ZONING PERMITS ISSUED 02-466-02-566**ZONING PERMITS RESIDENTIAL**

Kincaid Forest 5 SFD @ \$100,000

Potomac Crossing 2 SFD @ \$105,000

Edwards Landing 5 SFA @ \$45,000

Potomac Station 10 SFD @ \$105,000

ZONING PERMITS COMMERCIAL

525-F East Market Street SE Interior Alterations @ \$5,000.00

101 Tolbert Lane S.E. Freedom Park Building @ 800,000 –Public Park

965 Edwards Ferry Rd N.E. McDonalds –Addition
1001 Sycolin Road S.E. Electrical lighting vault Town of Leesburg
241 Fort Evans Rd. N.E. Interior Fit-In J-Crew @ \$150,000

OCCUPANCY PERMITS RESIDENTIAL

Potomac Station 7-SFD
Leesburg Square 5-SFD
Potomac Crossing 3-SFD
Kincaid Forest 5-SFD
Edwards Landing 2-SFA & 6-SFD
Drymill 1-SFA
Tavistock Farms 2-SFA
Beauregard Heights 1-SFD
Country Club SFD-1

OCCUPANCY PERMITS COMMERCIAL

Leesburg Air Park 803 Sycolin Rd.
1019-A Edwards Ferry Rd NE –Michaels
241 Fort Evans Rd. N.E. Suite 321 Bombay

WATER & SEWER ADMINISTRATION

During this time frame 51 Public Facility Permits were sold totaling \$500,914.00 and 44 work orders for meter sets were processed.

Capital Projects Update

- Cardinal Park Sewer – Contractor has finished work on Dry Mill Road, Queen Street, Washington Street and Tuscarora Drive. The main sewer line in Cardinal Park Drive has been completed and the contractor is proceeding with the lateral connections and abandonment of pump stations.
- Evergreen Mill forcemain plans have been reviewed by all town departments and minor changes forwarded to the engineer for final correction. This project should be advertised by end of the month of May.
- During this period several plans were reviewed and 8 requests for water and sewer modeling were processed.

The Utilities Department staff (Aref Etemadi, John Creamer, Susan DeJong and Amy Wyks) attended, with the help of Nancy Fixx from HR and Larry DiRe from Executive Department, the 12th Annual Flower and Garden Show by promoting water conservation and wise water use. Sprinkler gauges, indoor water conservation kits and various water related brochures were available for everyone. Samples of Leesburg's Biosolids product were on hand and distributed to public. Samples of Leesburg's finest water was also distributed to the public. Thanks to Doug Anderson and Scott Lincoln from Utilities Lines Division who created and set up our meter crock assembly with tap for water distribution.

Amy Wyks visited Harper Park Middle School on Thursday April 25 to conduct an educational program to 6th grade students. She talked about the water treatment and wastewater treatment processes as well as water conversation to over 300 6th grade students during their science classes.

Lisa Smith recently mailed letters to residential management companies and homeowner associations (HOA) in order to increase communication efforts with Town citizens as well as provide quality and timely information about utility issues to the citizens. We feel that the better we know the HOA and their information needs, the better we can serve the needs of our residents. We have requested to be placed on their newsletter mailing list and have offered to speak at their monthly meeting or provide articles for their newsletter.

The Water and Sewer section of town's website under Town Services on www.leesburgva.org was recently updated, thanks to the efforts of Amy Wyks. More links, information and photos were added. Please visit the website and inform us of your thoughts. Suggestions are welcome. We look forward to adding more links and updates in the upcoming months.

WATER SUPPLY DIVISION

Training

Rick Mullins, Larry Taylor and Matt Castel attended a workshop at Tysons Corner, VA, on April 18th. The workshop was sponsored by CH2M Hill Engineers and titled "Best Buy Alternatives for Disinfection in Maryland and Virginia".

Congratulations to William Hull for successfully passing his Class III Water Operator Exam.

Miscellaneous

Microbiology Laboratory Re-Certification

The Water Treatment Plant Microbiology Laboratory was evaluated for re-certification by the Commonwealth of Virginia Division of Consolidated Laboratory Services on May 1st. Except for one minor recommendation, the laboratory continues to maintain a high level of compliance with the regulations for the certification of laboratory analysis of drinking water.

Capital Projects Update

Water Filtration Plant Security

Bid documents for the installation of security cameras and gate locks are complete and should be mailed to perspective bidders this week. Bid opening date is June 7, 2002.

Sludge Storage Tank Mixing Equipment

Water Supply Division staff continues to meet with the Engineer (CH2M Hill) to discuss design options. A workshop has been scheduled for May 16th.

Water Treatment Plant Upgrade to 10 MGD

- Final completion was granted to the contractor on February 22, 2002. Liquidated damages under the contract total \$612,000.
- The contractor is performing warranty item work.
- The Engineer continues to configure the automatic control system.

WATER POLLUTION CONTROL DIVISION**Mosquito Surveillance and Control Plan**

All town-owned property sites have been surveyed, and a number of areas were treated for mosquitoes. Other areas the town is addressing (exclusive of the efforts of the Loudoun County government) include storm water catch basins, roadside ditches, and additional trapping and monitoring.

VWQIF BNR GRANT

Following award of final completion for the BMU Project, the grant agreement conditions allowed continuation of grant reimbursement requests, and request number 34 in the amount of \$48,566 was submitted on April 23, 2002. Including this request the town has received \$6,387,512 in reimbursements plus \$66,438 in deferred reimbursements and approximately \$130,000 in potential additional grant eligible funding. The deferred amount of the remaining funds is unknown at this time.

Biosolids Product Production

Production of the town's biosolids product continues and town citizens have expressed a tremendous interest in receiving the product. Brochure and bag designs are complete and are currently being printed, and all regulatory approvals are imminent. A name modification has been recommended and the Distribution and Marketing Programs will be presented to Council for final action soon.

UTILITY LINES DIVISION**Training**

Held safety meeting on Hazard Communication Program (Book #4) in the Town Shop.

Summary Programs

- Complete manhole & valve box adjustment for 02' paving.
- Replace manhole frame & covers on Plaza Street.
- Setup drinking fountains for the Flower & Garden Show.
- Repair water service leak for the Town of Hillsboro.
- Performed complete maintenance on 348 fire hydrants.
- Installed 0 new Radio Read units.
- New connections to town utility system: 63
- Total number of water leak repairs: 4
- Responded to 658 requests to locate utilities (Miss Utility).

Routine items include: turn on's and off's; water meter readings; complaint investigations; rodding & cleaning sanitary sewer trouble spots; marked water/sewer lines for contractors & citizens; vehicle & ditch maintenance; bush hogging.

TOWN OF LEESBURG

Full-time positions being recruited as of May 10, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
<i>Econ Dev</i>	1	Econ Dev Director	5/7/01	√	√	√			
	1	Admin Associate II	3/9/01	√	√	On hold			
<i>Finance</i>	1	Mgmt/Budget Analyst	4/5/02	√	√				
<i>Eng & PW</i>	1	Construction Inspector	4/1/02	√	√	√	√		
	1	Maintenance Worker I	4/4/02	√	√				
<i>P&Z</i>	1	Director of P&Z	8/4/01						
<i>Police</i>	1	Communications Tech I	8/1/01	√	√	√	√	√	√
	1	Major	5/1/02						
	1	Police Officer	5/1/02	√	√	√	√	√	
<i>Wastewater</i>	1	Maintenance Worker II	4/2/02	√	√	√	√		
<u>TOTAL</u>	10								

R.S. Noe